

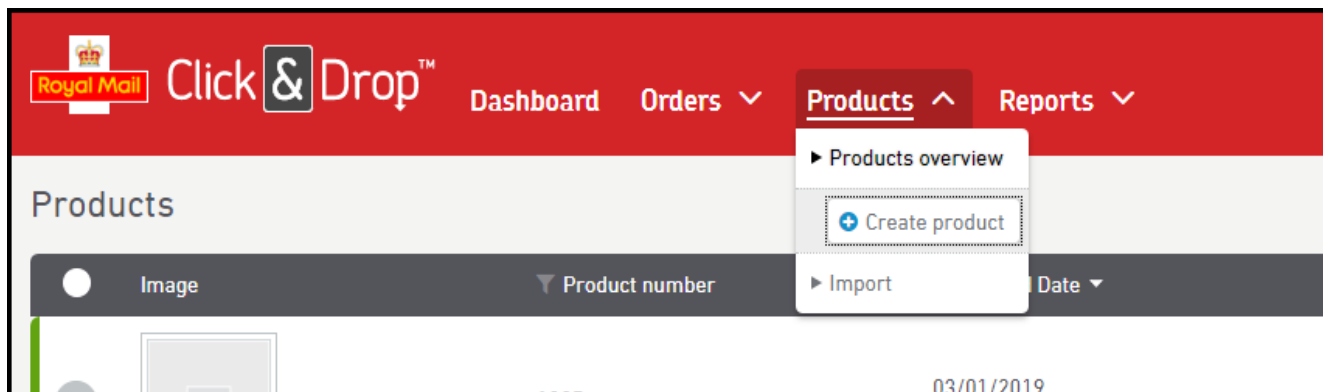


Click & Drop –
How to add customs information
to products

Adding electronic customs information to new products

If you haven't already, Click & Drop allows you to create a product catalogue of the items you send. Once this data is added, products can be quickly added to your newly created orders.

To start, hover your mouse over the 'Products' header and click the 'Create product' button.



Your product catalogue can store important data on SKU, name, weight, quantity, cost, customs code, and other fields.

A screenshot of the 'Create product' form in the Click & Drop application. The form is titled 'Create product' and has a red header bar with a close button. Below the header, there is a blue bar with an information icon and the text 'A maximum of 10 images is allowed per product'. The form contains several fields: 'Product name' (required, with a red asterisk) containing 'Blue T Shirt'; 'Product SKU' (with a question mark icon) containing '001'; 'Package weight' (with a text input '0.2' and radio buttons for 'grams' and 'kilograms', where 'kilograms' is selected); 'Harmonised System code' (with a question mark icon); 'Package size (domestic / international)' (with a question mark icon and a dropdown menu showing 'Please select'); 'Product price (£)' containing '8.99'; 'Stock location' (empty text input); 'Country of origin' (with a question mark icon and a dropdown menu showing 'United Kingdom - Excluding Channel Islands'); and 'Customs description' (with a question mark icon) containing 'Blue cotton T-Shirt'. At the bottom left, there is an 'Add images' button. At the bottom right, there are two buttons: 'Cancel' (with a red 'x' icon) and 'Create product' (in a blue box).

For more information, see the [How to manually create a product](#) section on our Click & Drop Setting up and using Products help page.

Adding electronic customs information to existing products

If you already have products saved in Click & Drop, you can export all the data in a spreadsheet format.

All you need to do is click the 'Products' link from any page within Click & Drop.

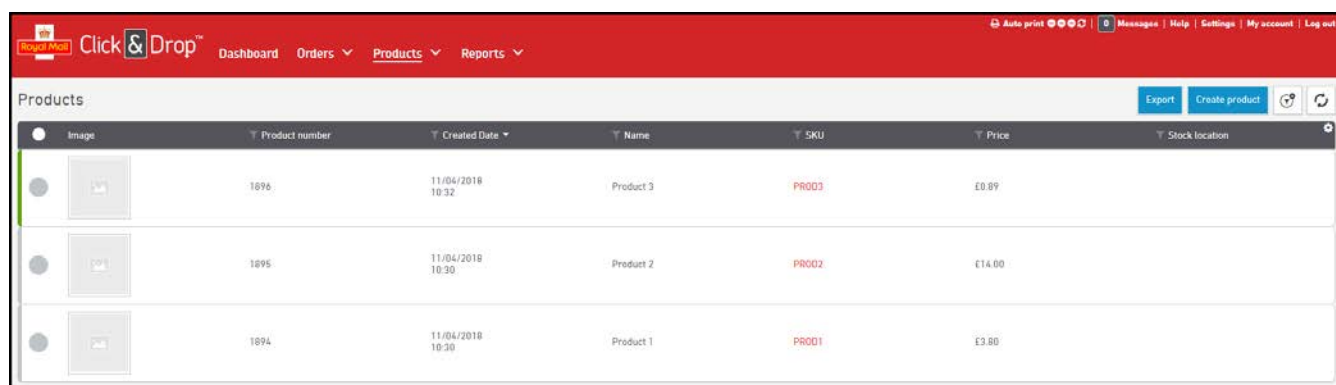


Image	Product number	Created Date	Name	SKU	Price	Stock location
	1896	11/04/2018 10:32	Product 3	PROD3	£0.89	
	1895	11/04/2018 10:30	Product 2	PROD2	£14.00	
	1894	11/04/2018 10:30	Product 1	PROD1	£3.80	

Your products will be displayed. Click the blue 'Export' button.

The exported spreadsheet will display all data fields, and show which are incomplete.

From here you can manually add in any missing data:

- Customs description
- Customs code (harmonised system or tariff code)
- Country of origin
- Quantity
- Unit price

We recommend that you also include a product SKU or product name column. Doing so will cause a new product to be created within your Click & Drop product catalogue.

	A	B	C	D	E	F	G	H	I	J	K
1	Name	SKU	Weight in kg	Domestic package size	International package size	Price	Stock location	Initial inventory	Harmonized System Code	Customs description	Country of origin
2	Product 3	PROD3				0.89		0			
3	Product 2	PROD2				14		0			
4	Product 1	PROD1	0.012			3.8		0			
5											
6											
7											
8											
9											
10											

Be sure to save your edited spreadsheet to your computer or device.

Next, you will upload your edited spreadsheet back into Click & Drop to update your existing products.

From anywhere within Click & Drop, hover your mouse over the 'products' link, and from the drop-down box, click Import.

Map your fields as usual, and be sure to select 'Update' under your import settings.

For information on how to upload your products back into Click & Drop, please see the [How to import your product data](#) section on our Click & Drop Setting up and using Products help page.